

COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH

**CHILDREN'S SYSTEMS OF CARE
SERVICE AREA 4 – SPECIALIZED FOSTER CARE PROGRAM**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

INTERMEDIATE TYPIST CLERK

The Specialized Foster Care Program in Service Area 4 (Metro North office), located at **1933 S. Broadway, 6th Floor, Los Angeles, CA 90007**, is recruiting to fill an Intermediate Typist Clerk position. We are looking for a highly detailed, motivated individual, who has strong computer skills, data entry experience, and knowledge of DMH billing. The candidate should also be skilled at filing, time management and organization, and willing to collaborate with the DMH and DCFS communities.

EXAMPLES OF DUTIES:

- Processes all new referrals, including tracking and entering referral information into Excel Spreadsheets and IBHIS
- Scans referral paperwork into client's electronic record in IBHIS, as well as any other clinical documentation, including client consents, correspondence and financial information
- Assists with checking for Medi-Cal eligibility
- Collaborates with Program Staff to ensure timely submission of client data and attestation, so that billing can be posted for payment within 3 working days
- Ensures all clinical charts and paperwork are filed and stored according to State Medical standards
- Assists Program staff in completing periodic assignments requiring data collection, creation of new forms, etc.
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as backup to Supervising Typist Clerk and performs any assigned duties from supervisor and Program Head
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility (as assigned) for performing other special duties related to the overall operation of the unit (e.g., processing mail, photocopying, and faxing)

DESIRABLE QUALIFICATIONS:

1. Knowledge of Specialized Foster Care a plus
2. Good written and oral communication skills
3. Strong interpersonal skills
4. Strong computer knowledge
5. Knowledge of IBHIS and IS systems and reports

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before June 6, 2014.

For Additional Information Please Contact:
Veronique Warner, Program Head (213) 763-1537; Fax: (213) 742-7011
E-mail: vwarner@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER